



Data Analyst II

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Data Analyst II

REPORTS TO: Deputy Chancellor, Instructional Support and Educational Accountability

SUMMARY of POSITION:

The candidate selected for this position will work closely with the Director of Assessment and Accountability in achieving the overall goals of the Student Data unit and CEPI by responding to the educational data needs of schools, state agencies, the Legislature, the Governor's office and other stakeholders.

PRIMARY DUTIES AND RESPONSIBILITIES:

The successful candidate selected for this position will be responsible for (1) documenting, integrating, analyzing, and reporting from complex multi-agency data resources in a manner that accurately portrays information on EAA students, staff, and schools; (2) following the standards, policies, procedures and protocols related to extraction, transformation, and loading processes, quality assurance activities, and other data manipulation techniques; (3) supporting creation of an environment that encourages maximum use of the Michigan Student Data System (MSDS) for improving education policy decision-making and meeting state data reporting requirements.

In addition, this person filling this position will:

- Provide initial preparation and on-going support for auditing, compliance with, and submission of all state and federal reports.
- Provide preparation and on-going support to EAAM in collecting and analyzing academic performance data to inform decision and overall EAA accountability.
- Provide research and compile data, prepares analyses and reports, and delivers presentations for the EAAM staff, parents, and other stakeholder groups on assessment data and other EAAM performance metrics.
- Work with the day-day district/school-level needs with administering and assurances for EAAM assessment program including: preparation and implementation of the assessment program and calendar, test distribution (i.e. district, state, and national), compliance procedures, and collection and submission of testing materials in accordance with EAAM and MDE guidelines .

- Provides consultation to and coordinates departmental programs with state and federal agencies, boards and commissions, private or public organizations, and communities in an assigned area.

Qualifications:

1. At least a Bachelor's Degree in mathematics or computer information systems or related discipline required. Advanced degree preferred.
2. 2-5 years' experience in data analysis, decision support, including demonstrated proficiency with analytical software.

Additional Qualifications:

- Knowledge of the tools of management, such as PowerSchool, Bureau of Assessment & Accountability (BAA), Michigan Student Data System (MSDS), Educational Entity Master (EEM), and Center for Educational Performance and Information (CEPI) for use in evaluating programs or services.
- Ability to analyze, synthesize, and evaluate a variety of data for use in program development and analysis.
- Ability to organize, evaluate, and present information effectively.
- Ability to formulate plans, procedures, and controls in a program or service area.
- Experience working with a variety of information systems and data files, including large and complex files: analyzing file structure, using and creating file layouts, transforming raw data into finished products.
- Familiarity with various types and sources of education information, including school attendance and state-level assessment data files.
- Comfortable working independently, with experience working in a team environment.

FILING DEADLINE:	Posted until filled
SALARY:	Commensurate with experience
LENGTH OF WORK YEAR:	Twelve (12) Months
EFFECTIVE DATE:	Immediately

METHOD OF APPLICATION: **All interested candidates should submit a letter of application and current resume to:**

Dr. H. MiUndrae Prince
 Assistant Chancellor, Human Capital, Equity and Accountability
 Education Achievement Authority of Michigan
 300 River Place, Suite 3600
 Detroit, Michigan 48227

By E-mail to mprince@eaaofmichigan.org

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